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MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of February 1959

A. Summary of Cartographic Production and Accomplishments

1. The month of February reflected the usual seasonal increase of demands upon the Division for map and chart support of Agency requirements. During the month the Division accepted requests for 137 maps and charts, 132 of which were for Agency use and 5 for the Department of State. (See Summary "A", Page 2 for requesting components of CIA.)

2. The Division completed 97 maps and charts during February (versus 85 for January), 94 for the Agency and 3 for the Department of State. Cancellations during the month were 3.

3. The NIS Map Coordinator received 43 new job requests from NIS contributing agencies during the month, 6 maps for final printing, 30 for proofing, and 7 maps were requested for rerun by D/GL. A total of 56 maps were sent to reproduction for processing during the month, 18 final NIS maps, 29 for color proofing and 9 reruns for D/GL. Receipts from reproduction totaled 66 maps, 27 final NIS maps, 16 color proofs and 23 reruns. Forty-three maps remain in the Coordinator's office at the end of February, 8 for final reproduction, 1 for proofing, and 34 for rerun.

4. The total number of maps and charts in the Division at the end of February was 470, an increase of 45 over the total posted at the end of January. The present Division workload is distributed among the various Branches as follows:

| | |
|-------------------------------|------------|
| USSR & Satellites | 101 |
| Far East & Western Hemisphere | 86 |
| Europe-Africa | 64 |
| Special Support | 29 |
| Development & Construction | 190 |
| (Exclusive of Drafting Sec.) | |
| Total | <u>470</u> |

5. Overtime used in the Division during February totaled 226 man-hours, 27 of which were credited against special teaching in CTR by Mrs. [REDACTED]. This represents an appreciable increase over previous months.

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S-E-C-R-E-T

Monthly Report - Cartography Division

February 1959

B. Administrative Problems and Other Activities

1. The pressure of priority work during the past month compelled the initiation of a program of overtime in order to meet the requirements placed upon the Division by ONE, NIS, and the DD/S. There was a noticeable increase in production of short deadline work for these components, which, we believe reflects the seasonal increase resulting from various components attempting to meet end-of-fiscal-year deadlines. It is estimated this trend will continue until summer vacations when the workload usually tapers off. Meantime, however, overtime will be necessary to stay current with the most pressing priority jobs.

2. The Division Chief spent considerable time on BGN problems during the month. As Chairman of the Foreign Names Committee, he is involved in Executive Committee efforts to analyze and implement the work of the Board in the light of recent Department of Interior directives that have transferred the domestic names work from the Office of Geography to the Geological Survey.

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3. Mr. [REDACTED] spent two days at the [REDACTED] plant in [REDACTED] evaluating the terrain shading work being done by this Company. Valuable information applicable to D/GC work was secured.

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4. In order to fulfill a special request from DD/P considerable effort was expended by the Division in the preparation of special teaching aids. Both compilation and the Development and Construction Branch were involved in the effort and Mr. [REDACTED] was assigned to an out-of-town area during the first week in March to assist in the program.

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S-E-C-R-E-T

A. SUMMARY FOR FEBRUARY 1959

| Agency | Entered | % of Total Entered | Completed | % of Total Completed |
|------------|---------|--------------------|-----------|----------------------|
| CIA: | | | | |
| DD/I/ORR | 42 | 31% | 21 | 22% |
| OSI | 10 | 7% | 12 | 12% |
| NIS | 18 | 13% | 6 | 6% |
| ONE | 16 | 12% | 8 | 8% |
| OCI | 27 | 20% | 26 | 27% |
| FIC | 2 | 1% | 1 | 1% |
| OCR | 1 | 1% | 0 | 0% |
| OO | 1 | 1% | 0 | 0% |
| DD/S | 4 | 3% | 9 | 10% |
| DD/P | 10 | 7% | 11 | 11% |
| DD/P/NIS | 1 | 1% | 0 | 0% |
| TOTAL CIA: | 132 | 97% | 94 | 97% |
| State | 3 | 2% | 1 | 1% |
| State/NIS | 2 | 1% | 2 | 2% |

B. 6 MONTHS SUMMARY

| Months | New Maps and Charts Ent'd. | New Maps and Charts Completed | Number of Prints | Reruns Completed | No. of Rerun Prints |
|-----------|----------------------------|-------------------------------|------------------|------------------|---------------------|
| February | 137 | 97 | 49,750 | 41 | 35,255 |
| January | 122 | 85 | 65,317 | 27 | 18,465 |
| December | 124 | 89 | 50,006 | 29 | 20,588 |
| November | 85 | 115 | 50,367 | 52 | 40,684 |
| October | 147 | 147 | 88,124 | 50 | 37,707 |
| September | 121 | 90 | 75,916 | 37 | 40,489 |
| TOTALS: | 736 | 623 | 379,480 | 236 | 193,188 |

- 2 -

S-E-C-R-E-T

S-E-C-R-E-T

C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

| Months | Number of Completed X-Jobs | Manhours Required X-Jobs | * Number of Processing Jobs | Number of Items |
|-----------|----------------------------|--------------------------|-----------------------------|-----------------|
| February | 6 | 10 | 125 | 35,425 |
| January | 2 | 2 | 113 | 19,478 |
| December | 2 | 10 | 116 | 32,274 |
| November | 7 | 11 | 105 | 30,688 |
| October | 3 | 15 | 96 | 10,587 |
| September | 5 | 25 | 110 | 32,406 |
| TOTALS: | 25 | 75 | 665 | 160,858 |

* Except for final maps and reruns.

- 3 -

S-E-C-R-E-T

D. MAPS AND CHARTS COMPLETED IN PAST 6 MONTHS

| Agency | September | October | November | December | January | February |
|-----------|-----------|---------|----------|----------|---------|----------|
| CIA | 108 | 112 | 85 | 79 | 69 | 88 |
| CIA/NIS | 15 | 29 | 28 | 3 | 12 | 6 |
| STATE | 4 | 6 | 0 | 2 | 2 | 1 |
| STATE/NIS | 6 | 0 | 2 | 5 | 2 | 2 |
| OTHER | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS: | 133 | 147 | 115 | 89 | 85 | 97 |

E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 MARCH 1959 - Does Not Include Service Jobs

| STATUS | GC/S | GC/T | GC/E | GC/C | GC/X | TOTALS |
|-----------------|------|------|------|------|------|--------|
| In Reproduction | 2 | 8 | 1 | 29 | 1 | 41 |
| In Proof | 0 | 8 | 18 | 48 | 0 | 74 |
| In Check | 21 | 4 | 2 | 7 | 15 | 49 |
| In Drafting | 30 | 36 | 32 | 106 | 5 | 209 |
| In Compilation | 48 | 30 | 11 | 0 | 8 | 97 |
| TOTALS: | 101 | 86 | 64 | 190 | 29 | 470 |

* Excludes jobs assigned to Drafting
Section from Compilation Branches.